

Self-Organization and Time Management (SOTM)

ID SOTM **Prix** 1 450,- € (Hors Taxe) **Durée** 2 jours

A qui s'adresse cette formation

Anyone who wishes to learn about time and self-organization

- Stress Management Strategies
- Relaxation and tension
- Strengthen resilience
- Resource Activation

Pré-requis

No prerequisites required

Objectifs

You will learn to reflect and recognize your own experiences in stressful situations and learn more about your personal approach to time.

You will learn time management techniques and how you can integrate them into your daily routine.

In reflection exercises, you will identify suitable strategies for yourself and thus create an individual action plan.

Contenu

Resources and time management

- Disclose resources
- Identify stressors and time eaters
- Different handling of time

Time Management - Tips

- Use goals
- Prioritization models in practice
- Daily schedule, Kanban and Co.
- Delegation
- Screening strategies
- Using successes for self-management

Stress management and resilience

- Emergence of stress
- Health consequences
- Transaction model in practice

Self-Organization and Time Management (SOTM)

Centres de formation dans le monde entier



Fast Lane Institute for Knowledge Transfer (Switzerland) AG

Husacherstrasse 3
CH-8304 Wallisellen
Tel. +41 44 832 50 80

info@flane.ch, <https://www.flane.ch>